SUBCONTRACTOR HSE DOCUMENTATION PACK

USER GUIDE

HSE

SUBCONTRACTOR HSE DOCUMENTATION PACK

1.0 LIST OF DOCUMENTS

01 – Monaco Hickey HSE Documentation Checklist

02 – Project Hazard Identification (Based on Contract Scope of Works)

03 – SWMS Template

04 – Monaco Hickey SWMS Review Sheet

05 – Sample Suitable Alternative Duties

06 – Plant Review Checklist

07 – Hazardous Substance & Dangerous Goods Register

NOTE: the required HSE documentation must be submitted prior to contractor commencement on site.

2.0 REGISTER OF REVIEW

Version Date:	8th April 2014	**Version No:**	2
Revised By:	Shane Hickey	**Role:**	HSEQ Coordinator
Authorised By:	Joe Monaco	**Role:**	Construction Manager / Director

Section:	Description of Amendments	Version	Date
All	New document	1	1/5/2011
All	Review and amend for new HSE System	2	8/4/2014

PREFACE

This document has been developed to assist subcontractors to meet Monaco Hickey's Environmental Health and Safety (HSE) requirements whilst working on a Monaco Hickey Project.

The document should be able to be used as a template to assist your organisation to meet a number of the key legislative requirements outlined in the Victorian OHS Act 2004 and the Victorian OHS Regulations 2007.

Further, Monaco Hickey acknowledges that with the rollout of the harmonised national OHS Act and Regulations in January 2012, there may be some requirement for minor changes to this document. However, it is anticipated that all of the fundamental information within the document will remain unchanged.

Note: This document is for guidance purposes only. Monaco Hickey does not accept any liability for the use of this document, or any losses incurred as a result of using this document.

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1.0 INTRODUCTION

Monaco Hickey has developed the following Subcontractor HSE Documentation Pack with the intent of providing our subcontractors with a set of standard templates to facilitate commencement on site. Further, this documentation pack is aimed at removing generic and / or irrelevant documents that are typically found in standard Subcontractor HSE Documentation Packs.

Complying with this Subcontractor HSE Documentation Pack will assist subcontractors to meet their legislative requirements under the current Victorian OHS Act and Regulations. However, subcontractors should always seek professional advice to ensure that their company remains compliant.

This document is intended on complimenting a company's existing system and provides basic templates in the absence of a company's own documents. It is not intended to remove or surpass a company's own Safety Management System in totality.

The relevant attachments contained within this document are to be completed and provided to the Site HSE Coordinator or Contract Administrator at least 72 Hours prior to commencement on site.

2.0 DEFINITIONS

The Act means the Victorian Occupational Health and Safety Act 2004

The Regulations means the Victorian Occupational Health and Safety Regulations 2007

SWMS means Safe Work Method Statement, as defined in Section 5.1.9 of the Victorian OHS Regulations 2007

Fines – The dollar value of fines is taken as at the FY10 -11 as per the penalty unit published in the Government Gazette.

3.0 RISK MANAGEMENT

Risk management is one if the most important activities that a business can undertake to ensure that it reduces the likelihood and consequence of harm within all areas of the business operations.

Most people automatically undertake basic risk management principles when going about their everyday life for example:

Question: whilst driving a car, why do most people stop at a red light?

Answer: Ultimately, people make a subconscious decision based on the likelihood and consequence of being injured through being involved in a car accident, or penalties incurred as a result of breaking the law.

For most people, the likelihood and consequence of injury or being fined is high, and therefore, people choose to stop rather than go straight ahead.

In a business application, risk management principles are often applied to areas such as:

- Occupational Health and Safety Management;
- Environmental Management;
- Quality Management;
- Financial Management; and
- Business Reputation Management.

} Health, Safety & Environmental

For the purpose of this document, the risk management principles will be applied to Environmental Health and Safety (HSE).

The basic risk management process involves:

- Identification of potential hazards;
- Assessing the likelihood and consequence of the risk;
- Determining risk controls to be implemented; and
- Assessing implemented controls for effectiveness.

This process is completed through the development of Safe Work Method Statements (SWMS) as required throughout the life of the job.

3.1 CONDUCTING A PRELIMINARY HAZARD IDENTIFICATION BASED ON YOUR SCOPE OF WORKS

A preliminary hazard identification that is based on your scope of works will assist you with identifying key areas of risk prior to task commencement. The benefits to you as a subcontractor are as follows:

- Reduce the likelihood of injury with the potential to impact on workers compensation premiums;
- It will assist in minimising potential disruption to work through absenteeism caused by injury;
- It highlights areas of increased risk to your workers, and others in the area;
- It ensures that you go through the sequence of works to determine if additional resources are required so that there is limited impact on costs mid project;
- It will ensure that you identify all of the activities that will require the implementation of a SWMS as per the requirements of the Victorian OHS Regulations;
- You are able to minimise the amount of documentation required, by addressing areas that are site specific and relevant to the job being undertaken;
- Once complete, it is a good tool to discuss with people working on the job, to determine if there are any potential issues that may not have been thought through in the planning phase.

HIGH RISK CONSTRUCTION WORK

The Victorian OHS Regulations Part 5 Construction, section 5.1.3 define High Risk Construction work as being work that involves one or more of the following:

- where there is a risk of a person falling more than 2 metres;
- on telecommunications towers;
- demolition;
- the removal or likely disturbance of asbestos;
- structural alterations that require temporary support to prevent collapse;
- a confined space;
- a trench or shaft if the excavated depth is more than 1·5 metres;
- a tunnel;
- the use of explosives;
- on or near pressurised gas distribution mains or piping;
- on or near chemical, fuel or refrigerant lines;
- on or near energised electrical installations or services;
- in an area that may have a contaminated or flammable atmosphere;
- involving tilt-up or precast concrete;
- on or adjacent to roadways or railways used by road or rail traffic;
- at workplaces where there is any movement of powered mobile plant;
- in an area where there are artificial extremes of temperature;
- in, over or adjacent to water or other liquids where there is a risk of drowning;
- diving.

3.2 MONACO HICKEY'S EXPECTATIONS

Prior to commencement on a Monaco Hickey project, it is expected that Hazard Identification based on the contract scope of works is completed.

Two non exhaustive examples are shown below that lists the activities of a painting contractor and a structure contractor.

3.2.1 ABC PAINTING SAMPLE HAZARD IDENTIFICATION BASED ON SCOPE OF WORKS.

Activity	Potential High Risk Activity	SWMS Required Y/N	Name of SWMS
Painting from the ground using a roller	• Nil	N	N/A
Painting from a boom lift using a roller	• Working at heights greater than 2 metres • Working with powered mobile plant	Y	"Painting from Boom Lift" SWMS
Painting ceiling on balconies using a brush	• Working at heights greater than 2 metres	Y	"Painting Balcony Ceilings using a Ladder" SWMS.

3.2.2 XYZ STRUCTURES SAMPLE HAZARD IDENTIFICATION BASED ON SCOPE OF WORKS.

Activity	Potential High Risk Activity	SWMS Required Y/N	Name of SWMS
Formwork erection (Table Form)	• Working at heights greater than 2 metres • Working with powered mobile plant	Y	"Formwork Erection" SWMS "General Lifting" SWMS
Concrete Pumping	• Working with powered mobile plant	Y	"Concrete Pumping" SWMS
Finishing concrete / screeding	• Nil	N	N/A
Formwork Stripping	• Working at heights greater than 2 metres • Working with powered mobile plant (Forklift)	Y	"Formwork Stripping" SWMS "Use of Forklift" SWMS
Pre-cast panel erection	• Pre-cast panel erection • Powered mobile plant (cranes) • Powered mobile plant (scissor Lift / boom lift)	Y	"Pre-cast panel erection" SWMS "General Lifting" SWMS

Activity	Potential High Risk Activity	SWMS Required Y/N	Name of SWMS
Prop removal	• Powered mobile plant (scissor Lift / boom lift)	Y	"Use of Scissor Lifts" SWMS "Use of Boom Lifts" SWMS

While the Vic OHS Regulations only require a SWMS to be completed for high risk activities, Monaco Hickey recommends that SWMS's are developed for activities being completed for the first time, or are unique. For example, using a tool or product for the first time.

<INSERT COMPANY LOGO>

SAFE WORK METHOD STATEMENT

Organisation Details			
Organisation Name:		**Contact Name:**	
ACN/ABN		**Contact Position:**	
Address:		**Contract Phone No:**	
Project Details:			
Project:			
Activity:			
Resources / Trades Involved:			
Equipment Used:			
Maintenance checks:			
Materials Used:			
PPE: (Circle / Highlight all that apply)	DUST MASK MUST BE WORN EYE PROTECTION MUST BE WORN FACE SHIELD MUST BE WORN HEARING PROTECTION MUST BE WORN FOOT PROTECTION MUST BE WORN HAND PROTECTION MUST BE WORN PROTECTIVE CLOTHING MUST BE WORN RESPIRATOR MUST BE WORN		
Occupational Health Safety or Environmental Legislation:		**Codes or Standards applicable to the works:**	

ISSUE DATE: <INSERT ISSUE DATE>

P1/4

4.0 SAFE WORK METHOD STATEMENTS

4.1 DEVELOPMENT OF A SWMS

The Regulations require the development and adherence to a SWMS for all activities that are classified as high risk as noted above.

The development of SWMS's should be linked to the up-front risk assessment. Therefore, Monaco Hickey expects that SWMS's are site specific and are only provided for activities to be undertaken on site. **I.E. we do <u>not</u> want generic SWMS Packs**.

A sample SWMS and a copy of Monaco Hickey's SWMS Template are provided in the document pack for use as required.

THE LEGAL PERSPECTIVE

Part 5.1.9 of the Regulations state that:

"an employer must not perform high risk construction work if there is a risk to the health or safety of any person arising from the work unless –

(a) a Safe Work Method Statement is prepared for the work before the work commences; and

(b) the work is performed in accordance with the statement."

Further, the Regulations define a SWMS as being a document that -

(a) identifies work that is high risk construction work; and

(b) states the hazards and risks to health or safety of that work; and

(c) sufficiently describes measures to control those risks; and

(d) describes the manner in which the risk control measures are to be implemented. "

Failure to comply with the requirements outlined in section 5.1.9 of the Regulations may be seen as a breach against sections 21 and 23 of the Act. If found guilty, a company could be liable to pay fines of up to fines of $215,010 for a natural person and $1,075,050 for a body corporate if a SWMS is not completed or followed for a high risk construction activity.

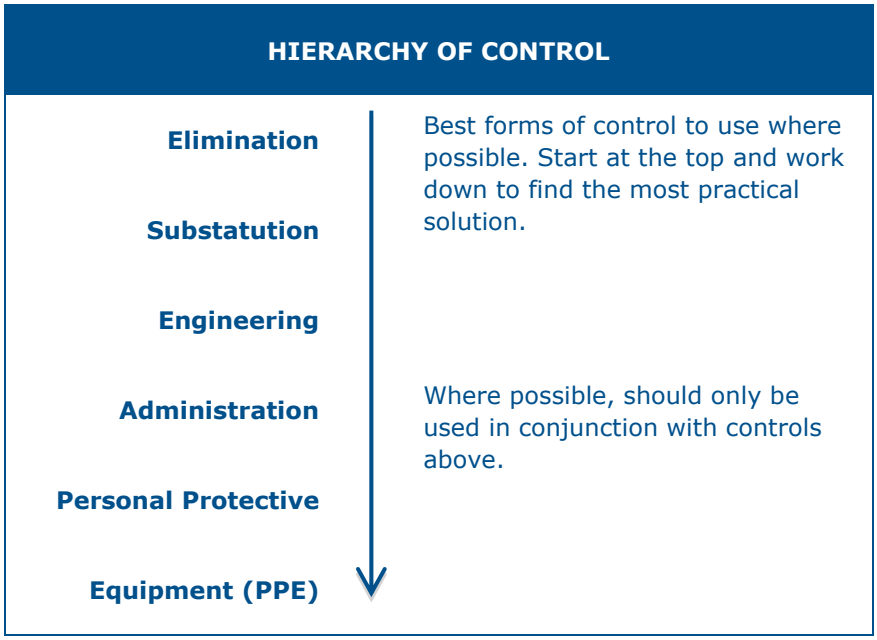
4.2 REVIEW OF SWMS'S

To ensure that legislative requirements are upheld, and Monaco Hickey achieves industry best practice, Monaco Hickey's Management will assess all SWMS's against the following criteria:

- Are hazards & risks associated with the task clearly identified in the SWMS?
- Have site specific considerations been taken into account during the development of the SWMS?
- Are control measures outlined in the SWMS relevant and in keeping with the hierarchy of control?
- Is the SWMS current for the activity being undertaken (ie site specific considerations remain unaltered / not more than 1 year old)?
- Is relevant legislation identified on the SWMS?
- Does the SWMS include record of a toolbox talk or signoff from the workers using the SWMS?

If the SWMS produced does not meet the requirements listed above, the SWMS will be rejected, and works will not be permitted to commence until the issues are rectified.

A copy of Monaco Hickey's SWMS Review sheet is provided in the documentation pack.


HIERARCHY OF CONTROL
Elimination
Substatution
Engineering
Administration
Personal Protective
Equipment (PPE)
Best forms of control to use where possible. Start at the top and work down to find the most practical solution.
Where possible, should only be used in conjunction with controls above.

5.0 INCIDENT AND INJURY MANAGEMENT

Ensuring that appropriate incident and injury management processes are in place is a critical element in reducing future incidents (learning from past events), remaining legislatively compliant and minimising down time.

Monaco Hickey has the following expectations for the management of any incident or injury.

5.1 INJURIES REQUIRING FIRST AID

If an injury requires first aid, it is critical that you notify a Monaco Hickey First Aid Attendant of the injury. All injuries that receive first aid treatment require a Register of Injuries Form to be completed. The Register of Injuries Form has three primary purposes.

1. The Form protects the individual that was injured, by ensuring that there is a record of the occurrence. This is important, as a number of seemingly minor injuries can lead to future complexities that require a workers compensation claim to be lodged. Without the initial Register of Injuries Form, proving that the condition occurred at work can be difficult, and could potentially lead to the claim being disputed;
2. The Register of Injuries Form assists in determining whether additional investigation into the cause of the injury is required; and
3. Monaco Hickey uses the Register of Injury Forms to determine trends in injury types and causes, and then implements initiatives to reduce the risk of similar injuries occurring.

5.2 MEDICAL TREATMENT INJURIES – MONACO HICKEY'S EXPECTATIONS

In circumstances where a worker is injured and requires medical treatment, Monaco Hickey expects the following to occur:

- A representative of the injured worker is to attend to the medical clinic with the injured worker;
- A letter of introduction is to be taken with the injured worker, and supplied to the medical practitioner for review;
- A list of suitable alternative duties is to be taken into the medical consultation for review by the doctor (where a company does not have their own list of suitable alternative duties, the WorkSafe sponsored CFMEU return to work document should be used.);
- Following the medical consultation, the person who attends the clinic with the injured worker is to contact Monaco Hickey Site Management, and notify them of the outcomes.

Samples of the documents referred to above are provided as attachments.

5.3 MANAGEMENT OF LOST TIME INJURIES – MONACO HICKEY'S EXPECTATIONS

In circumstances where a worker is provided with time off work (by a registered medical practitioner) due to a work related injury (on a Monaco Hickey Project), the following is to occur:

- A Senior Manager that is responsible for the injured worker is to attend site to meet with Monaco Hickey's Project Manager, in order to complete Monaco Hickey's Lost Time Injury Review Form.
- Following the meeting with Monaco Hickey's management, the injured workers management is to ensure that all outcomes agreed to during the LTI review process are adhered to.

5.4 INCIDENTS THAT REQUIRE STATUTORY NOTIFICATION

Victorian Legislation identifies various types of incidents that require notification to WorkSafe Victoria. The purpose of notification is to ensure that incidents that are deemed serious receive a thorough investigation to prevent the possibility of re-occurrence.

Section 37 of the Act identifies the following as being incidents that require statutory notification:

- "the death of a person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for—

  i. *the amputation of any part of his or her body; or*
  ii. *a serious head injury; or*
  iii. *a serious eye injury; or*
  iv. *the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or*
  v. *electric shock; or*
  vi. *a spinal injury; or*
  vii. *the loss of a bodily function; or*
  viii. *serious lacerations; or*

- any other injury to a person or other consequence prescribed by the regulations."

"This Part also applies to an incident that exposes a person in the immediate vicinity to an immediate risk to the person's health or safety through—

- the collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the collapse or partial collapse of all or part of a building or structure; or
- an implosion, explosion or fire; or
- the escape, spillage or leakage of any substance including dangerous goods (within the meaning of the Dangerous Goods Act 1985); or
- the fall or release from a height of any plant, substance or object; or…"

If an incident falls into any of the categories noted above, Monaco Hickey must be immediately notified, to ensure that WorkSafe and other relevant parties are informed in an appropriate and timely manner

5.4.1 SCENE PRESERVATION

If an incident occurs on site, and falls into any of the categories listed above, the scene of the incident requires preservation (i.e. the area should be taped off to prevent access.)

The legislation relating to scene preservation states:

1. *An employer or self-employed person who is required to notify the Authority of an incident that has occurred at a workplace must ensure that the site where it occurred is not disturbed until—*

   (a) an inspector arrives at the site; or

   (b) such other time as an inspector directs when the Authority is notified of the incident.

   Penalty: 60 penalty units for a natural person;
   300 penalty units for a body corporate.

2. *Despite sub-section (1), a site may be disturbed for the purpose of—*

   (a) protecting the health or safety of a person; or

   (b) aiding an injured person involved in an incident; or

   (c) taking essential action to make the site safe or to prevent a further occurrence of an incident.

PLAIN ENGLISH INTERPRETATION

If there is an incident that falls into any of the categories listed as being notifiable the scene may only be disturbed if:

- WorkSafe or a WorkSafe Inspector advises that it is ok to disturb the scene; or
- Preservation would cause an immediate risk to health and safety; or
- The scene is disturbed by the removal of an injured person from the incident scene.

5.4.2 DUTY TO NOTIFY

The duty to notify WorkSafe of incidents that fall into the categories listed in 4.2 resides with the Employer that is involved in the incident. The legislation states:

1. An employer or self-employed person must notify the Authority immediately after becoming aware that an incident has occurred at a workplace under the management and control of the employer or self-employed person.
2. However, an employer or self-employed person is not required to notify the Authority if the employer or self-employed person is the only person injured or otherwise harmed, or exposed to risk, as described in section 37 by the incident.
3. Within 48 hours after being required to notify the Authority, the employer or self-employed person must also give the Authority a written record of the incident, in the form approved in writing by the Authority.
4. The employer or self-employed person must keep a copy of the record for at least 5 years and make a copy of the record available for inspection by—
   (a) an inspector; or
   (b) a person, or a representative of a person, injured in the incident or whose health or safety was exposed to immediate risk by the incident; or
   (c) a representative of a person whose death was caused by the incident; or
   (d) in the case only of an employer—
      (i) if any of the employees of the employer are members of a designated work group, a health and safety representative for the designated work group; or
      (ii) the members of each health and safety committee (if any) established by the employer.
5. An employer or self-employed person who contravenes sub-section (1), (3) or (4) is guilty of an offence and liable to a fine not exceeding—
   (a) in the case of a natural person, 60 penalty units; or
   (b) in the case of a body corporate, 300 penalty units.

PLAIN ENGLISH INTERPRETATION

As soon as an incident falls into the categories listed as being notifiable, WorkSafe is to be notified immediately. The easiest way to do this is via the WorkSafe incident notification hotline.

Within 48 Hours, a copy of WorkSafe's Incident Notification Form is to be completed and sent to WorkSafe.

Failure to notify WorkSafe could lead to fines of up to $36,000

5.4.3 MONACO HICKEY EXPECTATIONS FOR INCIDENT NOTIFICATION AND SCENE PRESERVATION

If you are working on a Monaco Hickey site, our expectation is that you contact either the Project HSE Coordinator, or the Project Manager as soon as you become aware of the incident.

Monaco Hickey is able to help with the notification process to WorkSafe, and will conduct an internal investigation into the incident to determine root causes, and assist in the prevention of re-occurrence.

5.4.4 NEAR MISS INCIDENTS

Near miss incidents that had the potential to cause serious injury, structural damage, injury to members of the general public, or property damage must be reported to Monaco Hickey's Management immediately.

Monaco Hickey's management will undertake an incident investigation and in certain circumstances, the near miss incident may require notification to WorkSafe as per the notification requirements in S37 of the Act.

6.0 RETURN TO WORK

It is the responsibility of all companies / businesses that have a payroll exceeding $1,000,000 to ensure that they have an appropriate Return to Work programme in place, as per the requirements of Section 156 of the Accident Compensation Act 1985.

The legislation specifically states that an Occupational Rehabilitation Programme must include:

- a statement of the employer's return to work policy; and
- the name of a return to work co-ordinator nominated by the employer; and
- the name of at least one approved provider of occupational rehabilitation services who will be available to provide services where reasonably necessary for the return to work and maintenance at work of an injured worker; and
- provide for any additional matters specified by the Authority; and
- be developed by the employer in consultation with the workers of the employer; and
- be in writing.

6.1 MONACO HICKEY'S EXPECTATIONS:

If a subcontractor employees more than 10 people (including office staff and wages employees), it is expected that the company will provide Monaco Hickey with:

- A copy of the company's Return to Work Policy; and
- A list of suitable alternative duties that could be performed by an injured employee (note: use of the WorkSafe Victoria sponsored CFMEU Return to Work document is acceptable)

The following must be supplied for all subcontractors (regardless of size)

- A copy of the company's current Workers Compensation Certificate of Currency; and
- The name of the Return to Work Co-ordinator appointed by the company.

7.0 PLANT AND EQUIPMENT

The OHS Act and Part 3.5 of the Victorian OHS Regulations 2007 (more specifically Division 5) require that an employer manages all risks associated with the use of Plant and Equipment so far as is reasonably practicable.

Due to the volume of Plant & Equipment commonly used on construction sites, and the varying risk associated with each item and its use, a risk management approach is required, to ensure that the high risk items of plant receive the attention required to prevent incidents from occurring.

Monaco Hickey has developed a list of common Plant & Equipment that is identified as having additional risks, and therefore requires more stringent control to ensure its appropriate management on site. The controls implemented to manage these additional risks include but not limited to:

- Plant Inductions; and
- Review of daily Plant & Equipment checks.

Plant included on the list are as follows (but not limited to):

- Bob Cat
- Back Hoe
- Boom Lift
- Building Maintenance Unit
- Crawler Crane
- Concrete Pump
- Concrete Placing Unit
- Drilling Rig
- Electrical Pallet Jack
- Excavator
- EWP (Other)
- Fork Lift
- Generators greater than 50KVA
- Grader
- Hoist (material)
- Hoist (personnel & material)
- Lifts
- Lifting Equipment
- Mast Climbing Platform
- Mobile Crane
- Non Slewing Mobile Crane
- Piling Rig
- Roller / Compactor
- Scaffolds
- Scissor Lifts
- Tower Crane
- Traxcavator

7.1 PLANT REVIEW PROCESS (PLANT INDUCTIONS)

Monaco Hickey's Plant induction review process requires the supplier of the plant to provide the following details (not exhaustive) for each item of plant brought to site that falls within the categories outlined on the list above:

- The type of plant:
- The date last serviced:
- Details of the Plant Risk Assessment:
- Details of maintenance records (including records for 10 year checks if applicable):

Further to the above, the supplier of the plant is required to sign a verification that the plant is fit for purpose and has been serviced / maintained in accordance with the manufacturers recommendations.

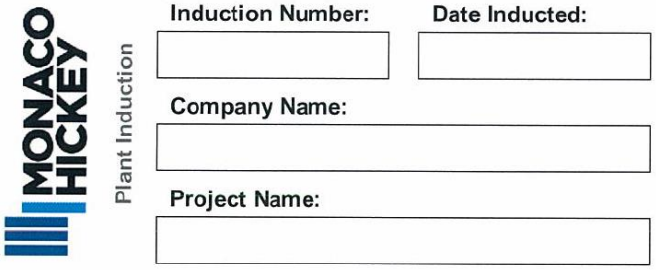
A copy of Monaco Hickey's Plant Review Form is provided in the Subcontractor Documentation Pack for information only.

7.2 MONACO HICKEY'S EXPECTATIONS:

Monaco Hickey's expectations of our subcontractors are as follows:

- Monaco Hickey's Foremen / HSE Coordinators are to be provided with notification and appropriate documentation for all Plant & Equipment being brought onto site that falls within the categories listed on the Common Plant & Equipment Checklist;
- The plant supplier is to complete the Plant Review Form and supply it at the time of the plant induction;
- No Plant & Equipment that falls within the categories listed on the Common Plant & Equipment List is to be used on site without first obtaining a plant induction; and
- All lifting equipment is to be inspected prior to each use.

A copy of Monaco Hickey's Common Plant & Equipment List and Project Plant Register, are provided in the Subcontractor Documentation Pack.



8.0 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Hazardous Substances and Dangerous Goods have significant potential to cause harm to people, property and the environment if not managed appropriately. The following outlines definitions, legal requirements and Monaco Hickey requirements for bringing and / or storing Hazardous Substances & Dangerous Goods on site.

8.1 DEFINITIONS

Dangerous goods are classified on the basis of immediate physical or chemical hazards, such as fire, explosion, corrosion and toxicity that may affect life, health, property or the environment.

Hazardous substances are classified only on the basis of immediate or long-term health effects.

8.2 LEGAL REQUIREMENTS

Section 404 (Identification of Hazards) of the Victorian Dangerous Goods (Storage and Handling) Regulations 2000 states that:

1. *An occupier of premises where dangerous goods are stored and handled must ensure that any hazard associated with the storage and handling of dangerous goods at the premises is identified having regard to the state of knowledge of the hazard.*
2. *Without affecting the generality of subregulation (1), the occupier, when identifying hazards must have regard to –*
   a. *Any information about the hazardous properties inherent to the dangerous goods, including a MSDS for the dangerous goods available to the occupier…"*

Further, Section 4.1.23 of the Victorian OHS Regulations requires "an employer to ensure that a register is prepared and maintained in accordance with subregulation (2) of all hazardous substances supplied to the employer's workplace.

PLAIN ENGLISH INTERPRETATION

An MSDS is to be supplied for all Hazardous Substances and Dangerous Goods that are to be brought onto site.

All substances are to have their risks reviewed to ensure that they are the most appropriate substance for their intended application. E.g. where possible, utilising water based acrylic paints instead of oil based paints.

Further, a register of all hazardous substances and dangerous goods is to be maintained.

8.3 MONACO HICKEY'S EXPECTATIONS:

An MSDS is to be supplied for all Hazardous Substances and Dangerous Goods that are to be brought onto site.

The Hazardous Substance Register is to be updated with approximated quantities and submitted to a Monaco Hickey HSE Coordinator or Foreman each month while on site.

All storage areas are to have appropriate signage displayed.

9.0 ENVIRONMENTAL MANAGEMENT

Depending on the nature of the contract works to be carried out, and the environmental issues and risks (aspects & impacts) associated with your scope of works you may be required to submit an environmental management plan.

The Environmental Management Plan will take into account and environmental hazards and risks (aspects & Impacts) that need to be managed in completing your scope of works.

Contact your Monaco Hickey project contact to understand what is required from you for an Environmental Management Plan

Health, Safety & Environmental Form
Subcontractor Documentation Checklist

Monaco Hickey use ONLY – for Information

Workplace:			
Subcontractor:			
Date of Review:		**Scope of work:**	
Reviewed by [name]:		**Signature:**	

HSE Documentation Review		Further Action / Comments
Company details: a. ABN. b. Address and contact details.	Yes☐ No☐	
c. **Scope of work** description.	Yes☐ No☐	
d. **Policy** for Safety/Environment signed & dated.	Yes☐ No☐	
e. **Responsibility/accountabilities** for key personnel with HSE management/supervisor duties.	Yes☐ No☐	
f. **Organisational flow** chart showing the management reporting structure for HSE.	Yes☐ No☐	
g. Nominated **OHS Rep** appointed/trained.	Yes☐ No☐ N/A☐	
h. SWMS/JSA's or equivalent detailing hazards/risks, impacts & control measures to be implemented. *NOTE:SWMS Review Form to be completed.*	Yes☐ No☐	
i. **Person to monitor** effectiveness of control measures in HSE Management Plan & SWMS.	Yes☐ No☐	
j. **Risk Assessment** detailed of the tasks to be completed as per scope of works.	Yes☐ No☐	
k. **Plant & equipment** register (incl. electrical & lifting gear) & records of maintenance, inspection, risk assessments and where relevant, registration by the Regulatory Authority.	Yes☐ No☐	
l. **PPE register** of supply to employees or contractors engaged by the Subcontractor.	Yes☐ No☐	
m. **Training register** of employees/contractors including: – OHS General Industry Induction/safety awareness training; – Training in HSE Management Plan & SWMS/JSA's; – Training in use hazardous substances or dangerous goods to be used.	Yes☐ No☐	
n. **Certificates/Licences Register** for those tasks that require a certificate/licence of competency or High Risk Work Licence.	Yes☐ No☐	
o. **Qualifications & training** of key personnel with HSE management/supervisor duties.	Yes☐ No☐	

Health, Safety & Environmental Form
Subcontractor Documentation Checklist

Monaco Hickey use ONLY – for Information

HSE Documentation Review		Further Action / Comments
p. **Workplace consultation** arrangements agreed for employees/contractors engaged by the Subcontractor including Tool Box Talks/Pre-Start Meetings.	Yes☐ No☐	
q. **Hazardous Substances/Dangerous Goods** register along with Material Safety Data Sheet (with an issue date not greater than 5 years) for each and every product or substance to be used and risk assessments for products classified as hazardous/dangerous goods.	Yes☐ No☐	
r. **Workers Compensation & Public Liability** Insurance certificates of currency verified & copies supplied.	Yes☐ No☐	
s. **Incident reporting** procedure for injury; near miss, environment, plant damage or other – commitment to report to Monaco Hickey Constructions.	Yes☐ No☐	
t. **Injury Management**, Register of Injuries, Return To Work provider details, Letter of Introduction to treating medical provider & list of Suitable Duties provided – commitment to report to Monaco Hickey Constructions.	Yes☐ No☐	
u. **Hazard Reporting** – procedure for reporting and managing identified hazards – commitment to report to Monaco Hickey Constructions.	Yes☐ No☐	

Subcontractors: Any subcontractors you use at the workplace MUST provide all documents listed above.			
The following subcontractors are to be utilised at this workplace and will be reporting to us:			
Subcontractor:		Task:	
Subcontractor:		Task:	
Subcontractor:		Task:	
A separate "documentation required" checklist and attachments has been included with the submission.			

Personal Protective Equipment

At a minimum, Monaco Hickey requires the following PPE to be worn at all times:

- Safety boots
- High visibility clothing
- Safety helmets
- Additional PPE is as the task requires.

It is the contractors/subcontractors responsibility to ensure that PPE required for specific activities to be undertaken is identified, appropriate and used and stored correctly.

Review outcome:

HSE Management Plan accepted no amendment	☐
HSE Management Plan accepted minor amendment	☐
HSE Management Plan rejected major amendment	☐

Health, Safety & Environmental Form
Subcontractor Documentation Checklist

Monaco Hickey use ONLY – for Information

Corrective action required

Contractor/Subcontractor:

Name		Signature		Date	

Reviewed by Monaco Hickey Representative:

Name		Signature		Date	

Monaco Hickey Site Manager/Site Supervisor Authorisation:

Name		Signature		Date	

PROJECT HAZARD IDENTIFICATION BASED ON CONTRACT SCOPE OF WORKS FOR: <<INSERT PROJECT NAME>>

The Victorian OHS Regulations Part 5 Construction, section 5.1.3

& Interstate Regulations define High Risk Construction work as being work that involves one or more of the following:

High Risk	Indicate if applicable to scope of works (Yes)
Where there is a risk of a person falling more than 2 metres;	
On telecommunications towers;	
Demolition;	
The removal or likely disturbance of asbestos;	
Structural alterations that require temporary support to prevent collapse;	
A confined space;	
A trench or shaft if the excavated depth is more than 1·5 metres;	
A tunnel;	
The use of explosives;	
On or near pressurised gas distribution mains or piping;	
On or near chemical, fuel or refrigerant lines;	
On or near energised electrical installations or services;	
In an area that may have a contaminated or flammable atmosphere;	
Involving tilt-up or precast concrete;	
On or adjacent to roadways or railways used by road or rail traffic;	
At workplaces where there is any movement of powered mobile plant;	
In an area where there are artificial extremes of temperature;	
In, over or adjacent to water or other liquids where there is a risk of drowning;	
Diving.	

If the scope of works incorporates any of the activities set out above, a site and project specific task Safe Work Method Statement (SWMS) **IS** required.

NOTE: Monaco Hickey will not accept generic SWMS's for activities that fall under the category of High Risk Construction Work

Please complete the analysis in the table on the following page to match the high risk tasks in your contracted scope of works against the hazards involved

.

PROJECT HAZARD IDENTIFICATION BASED ON CONTRACT SCOPE OF WORKS

Activity	Potential High Risk Activities	SWMS Required Y/N	Name of SWMS

<INSERT COMPANY LOGO>

SAFE WORK METHOD STATEMENT

Organisation Details			
Organisation Name:		**Contact Name:**	
ACN/ABN		**Contact Position:**	
Address:		**Contract Phone No:**	
Project Details:			
Project:			
Activity:			
Resources / Trades Involved:			
Equipment Used:			
Maintenance checks:			
Materials Used:			
PPE: **(Circle / Highlight all that apply)**			
Occupational Health Safety or Environmental Legislation:		**Codes or Standards applicable to the works:**	

<INSERT COMPANY LOGO>

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L *Likely*	**M** *Moderate*	**U** Unlikely
H (1) *(High level of harm)*	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	**H** (1) *(High)*	**1**	**1**	**2**
M (2) *(Medium level of harm)*	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	**M** (2) *(Medium)*	**1**	**2**	**3**
L (3) (*Low level of harm)*	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	**L** (3) *(Low)*	**2**	**3**	**3**

Level	**Likelihood / Probability**
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work

<INSERT COMPANY LOGO>

Site Specific Considerations:

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:					
Print Names (BLOCK CAPITALS):	**Signature:**	**Dates:**	**Print Names (BLOCK CAPITALS):**	**Signatures:**	**Dates:**

Review No	01	02	03	04	05	06	07	08	09
Initial:									
Date:									

Health, Safety & Environmental Form
SWMS Review

Monaco Hickey use ONLY – for Information

Workplace Name:			
Subcontractor			
Date of Review:		**Activity/Tasks:**	
Reviewed by [name]:		**Signature:**	

		Further Action / Comments
a. **Name and registered office**, ABN/ACN and contact details of the company that shall undertake the work.	Yes☐ No☐	
b. **Signed/dated** by person who has prepared and approved the SWMS for implementation, monitoring and compliance.	Yes☐ No☐	
c. **Description of specific work** tasks and how they are to be carried out including workplace specific considerations being taken into account during the development of the SWMS.	Yes☐ No☐	
d. **Work activities** assessed as having significant **health and safety hazards** and **environment impacts** e.g. High Risk Work Tasks.	Yes☐ No☐	
e. **Identifies workplace specific HSE** hazards/impacts relevant to all work activities including High Risk Work Tasks.	Yes☐ No☐	
f. Are control measures outlined in the SWMS relevant and in keeping with the hierarchy of control?	Yes☐ No☐	
g. **Identify the workplace specific environment impacts** relevant to all work activities:		
☐ **Waste** – bulk, prescribed/hazardous, licence to discharge, concrete, paint or other washout?	Yes☐ No☐	
☐ **Air quality** – dust, emissions, odours or stockpiles?	Yes☐ No☐	
☐ **Noise** – location of nearest sensitive receiver & noise levels –vs–background levels?	Yes☐ No☐	
☐ **Water quality** – slurry, nearby drain inlets, sediment laden run off, quality of any discharge, e.g. pH, solids, turbidity?	Yes☐ No☐	
☐ **Flora & Fauna** – protected species /habitats on/adjacent to the workplace?	Yes☐ No☐	
☐ **Soil** – chemical storage, refuelling, oil or hydraulic fluid leakage, acid sulphates?	Yes☐ No☐	
☐ **Vehicle movement**: workplace access, mud and rumble grid/wheel wash.	Yes☐ No☐	
h. **Control measures** that shall be applied to the identified hazards/impacts including High Risk Work Tasks are adequate.	Yes☐ No☐	
i. **List person(s) responsible** for ensuring each of the control measures are implemented.	Yes☐ No☐	

Health, Safety & Environmental Form
SWMS Review

Monaco Hickey use ONLY – for Information

		Further Action / Comments
j. **Plant & equipment** to be used in the work process and records provided.	Yes☐ No☐	
k. **Products/hazardous substances/dangerous goods** to be used in the work process and records provided.	Yes☐ No☐	
l. **Legislation, standards or codes of practice** references relevant to the work.	Yes☐ No☐	
m. **Qualifications of the personnel** that shall undertake the work.	Yes☐ No☐	
n. **Training or permits** required for those undertaking the work.	Yes☐ No☐	
o. **Record of induction** for employees/contractors into the SWMS or equivalent risk assessment.	Yes☐ No☐	
p. Other issues		

Review outcome:	
SWMS accepted no amendment	☐
SWMS accepted minor amendment	☐
SWMS rejected major amendment	☐

e ONLY - for Information

Corrective action required

Reviewed by:

Name		Signature		Date	

Site Manager/Site Supervisor

Name		Signature		Date	

COPY TO SUBCONTRACTOR ☐ **Date……/……../……**

*This signoff is **only** for the criterion outlined above. Monaco Hickey and its employees engaged to review SWMS's do not take responsibility for the technical accuracy of the content.*

<INSERT LOGO HERE>

SUITABLE DUTIES – EMPLOYMENT STATEMENT OF CAPABILITIES

Having undertaken a thorough examination of _____,

I conclude that:

☐ He / she is fit for return to normal duties.

☐ At this time he / she is not fit for alternate duties or a return to normal duties (see medical certificate provided).

☐ He / she is fit for restricted duties at this time;

which may include:
- ☐ visual tasks only e.g. inspection,
- ☐ lifting restricted to …….. kilograms,
- ☐ working with arms above head,
- ☐ light bench work only,
- ☐ sitting position only, and/or
- ☐ driving vehicles (including forklifts).

which may not include:
- ☐ work involving repetitive bending / twisting / lifting,
- ☐ work involving the right / left hand / arm / shoulder / leg.

Prescribed medication that may influence the workers ability to operate plant and/or equipment or otherwise impair his/her ability to work safely: Yes / No _____

Recommended hours of work: _____

Date of review appointment: _____

Doctors Signature: _____ Date: _____

Alternate duties as selected by the return to work coordinator / EHS facilitator or other:

_____

_____

_____

_____

<INSERT LOGO HERE>

POTENTIAL ALTERNATE DUTIES – PLACE AN "X" IN ALL THAT APPLY

☐ **General site office housekeeping**

Description of task: Employee is required to clean, sweep and maintain cleanliness and orderly condition of the site office.

Physical requirement: Standing / walking with minimal bending, sweeping, reaching, wiping.

☐ **General amenities cleaning**

Description of task: Employee is required to maintain site amenities including clearing and cleaning tables, removing rubbish, restocking tea, coffee, sugar, milk. May include cleaning floors (including moping) and the cleaning of the ablutions sheds.

Physical requirement: Walking with minimal bending, reaching and lifting of items less than 5kg.

☐ **General worksite housekeeping**

Description of task: Employee is required to sweep work areas and pick up small debris and offcut materials, placing them into wheelie bins on identified forklift bins.

Physical requirement: Walking with minimal bending, reaching and lifting of items less than 5kg.

☐ **General safety document reading, reviewing and filing**

Description of task: Employee is required to read, sort, photocopy and file drawings and other documents located in the site office

Physical requirement: Standing and / or sitting with minimal bending, some reading, reaching and writing

☐ **Traffic Control**

Description of task: Employee located at specific areas on site to direct vehicles entering and leaving, to assist trucks reversing and direct traffic around altered thoroughfares

Physical requirement: Standing and directing using hand / arm movements with periodic ability to site

☐ **Spotter**

Description of task: Employee located on site to visually ensure other workers are kept away from identified work areas.

Physical requirement: Standing and observing with periodic ability to sit

☐ **Updating / checking plant and equipment log books / safety checks**

Description of task: Employee to visually check plant and equipment on site to ensure safety items and details have been documented

Physical requirement: Walking and observing with minimal bending and some writing

☐ **Identifying and assessing site safety hazards**

Description of task: Employee is required to walk around site and document and identify if and where safety hazards exist.

Physical requirement: Walking and observing with periodic requirement to make notes/ write

☐ **Safety signage and barricading work**

Description of task: Employee is required to use cans of spray paint to maintain safety signage, and also to check, maintain and relocate barrier meshing where required.

Physical requirement: Walking with minimal bending, reaching and lifting of items less than 5kg.

☐ **Site tools storeman**

Description of task: Employee is required to maintain an orderly tools areas, check all tools for damage and fill in a register of where and who is using tools and equipment on site.

Physical requirement: Walking with periodic sitting in a tools storage area with minimal bending, reaching and lifting of items less than 10kg.

☐ **Lift / Alimak Driver**

Description of task: Employee is required to operate the lift or alimak for goods and personnel transport

Physical requirement: May require assistance with loading and unloading the lift / personnel hoist. Personnel hoist may require manual opening / closing of doors.

☐ **Other**

Description of task: _____

Physical requirement: _____

Health, Safety & Environmental Form
Plant Induction

This form to be used for all plant excluding mobile cranes and truck mounted concrete pump – the specific mobile crane and truck mounted concrete pump induction forms are to be used.

PLANT INDUCTION#

Workplace Name:	**Company/Subcontractor:**
Plant Make:	**Plant Model:**
Plant Owner/ Supplier	**Contact No:**
Year of Manufacture:	**Authority Registration No:** (if applicable)
Serial No.:	**Plant Type:**

	Yes / No		Yes / No
Risk Assessment Complete		**Horn, reverse beeper and flashing light is in place (if applicable)**	
Logbook in place and legible		**Maintenance Records Available**	
Guarding is in place (including ROPS)		**10 Year Inspection Complete (if applicable)**	
Proof of Competency obtained (if required)		**All required PPE is available**	

Items to be actioned before use	**By Whom**	**Completed Y / N- Date**

Subcontractor / Plant Supplier to complete I hereby declare that the plant outlined above is fit for purpose and has been serviced and maintained by a competent person in accordance with the manufacturers recommendations. **Name:** **Company:** **Date:** **Signature:**	**Monaco Hickey Review:** **Reviewed By:** **Date:** **Signature**: Plant registration card is to be issued following induction

Health, Safety & Environmental Form
Plant Induction

Below is a list of items that are required for each piece of plant prior to operation.

• **Scissor Lifts / EWP**	• **Excavators/Backhoes/Bobcats**
• Risk Assessment • Operators Manual • Maintenance Reports • Log Book • **Scissor** Lift <11M Certification/Competency of operator • **EWP>11M HRWL:WP**	• Risk Assessment • Operators Manual • Maintenance Reports • Log Book • Fire Extinguisher • Seat Belt • Flashing light • Forward & Reverse Beeper • Burst valve on >1T excavator • ROPS & FOPS • **Certification/Competency of operator**
Forklift / Telescopic Forklift	**Man and Materials Hoist**
• Risk Assessment • Operators Manual • Maintenance Reports • Log Book • Fire Extinguisher • Seat Belt • Flashing light • Forward & Reverse Beeper • SWL chart and Compliance plates for all attachments • **Forklift HRWL: LF** • **Telescopic Forklift >3T HRWL: CN**	• Jurisdictional design registration • Risk Assessment • Operators Manual • Maintenance Reports & Major Inspections • Log Book • Hand over certificate • **Materials Hoist HRWL: HM** • **Man and Materials Hoist HRWL: HP**
Suspended Scaffold (Swing Stage)	**Piling Rig**
• Jurisdictional design registration • Risk Assessment • Operators Manual • Maintenance Reports • Log Book • Fire Extinguisher • Handover certificate • Structural Engineering calculations • **Persons conducting works within the swing stage are to be inducted into the safe use**	• Jurisdictional design registration • Geotechnical reports for ground conditions • Risk Assessment • Operators Manual • Maintenance Reports & Major Inspections • Annual certification for lifting equipment • Log Book • **Certification/Competency of operator**

<ISERT LOGO / COMPANY NAME>

Hazardous Substance and Dangerous Goods Register

Company Name: _____

Project: _____

NAME OF SUBSTANCE	MANUFACTURER	MSDS ISSUE DATE * Not older than 5 years	HAZARDOUS SUBSTANCE YES/NO	DANGEROUS GOODS YES/NO	APPROXIMATE QUANTITY TO BE BROUGHT ONTO / STORED ON SITE	USED FOR

SUBCONTRACTOR STATUTORY DECLARATION

Statutory Declaration

between:

[Insert Subcontractor Name] (ACN [Insert Subcontractor's ACN]) (**"Subcontractor"**)

and

[Probuild Constructions (Aust) Pty Ltd (ACN 095 250 945)] or [Monaco Hickey Pty Ltd (ACN 144 945 611)] (**"Head Contractor"**) in relation to the [insert project name] project.

1. I Click here to enter Full Name. of Click here to enter address("**Declarant**"), am employed by the ***Subcontractor*** as Click here to enter address of declarant and I am in a position to know the facts declared.

2. I am the [Insert Declarant's Position] of the Subcontractor and am authorised by the Subcontractor to make this statutory declaration on its behalf;

3. All monies due and payable to the Subcontractor for work under the Subcontract forming part of, the last *Progress Claim* have been paid ;

4. All wages and allowances (including payments in satisfaction of all statutory requirements and the requirements of any applicable industrial award, approved superannuation schemes, redundancy payments, premiums for workers compensation or similar schemes) due and payable at the date of this declaration to employees of the Subcontractor in respect of their employment on work under the Subcontract have been paid;

5. All monies due and payable, excluding cash retentions, to the Subcontractor's subcontractors, consultants, and suppliers of goods & services engaged on work under the Subcontract in respect of invoices rendered up until, and forming part of, the last *Progress Claim*, have been paid to them;

6. The Subcontractor is not in breach of its obligations under the Subcontract;

7. The Subcontractor is solvent, and has not traded insolvent during the period of this declaration;

8. (Where the Subcontract has not yet been executed by the Subcontractor), the Subcontractor acknowledges and agrees to the Subcontract terms and conditions offered by the Head Contractor, and agrees those terms and conditions apply as if the Subcontract had been executed; and

9. To the best of my knowledge, and after proper enquiry, at the date of this declaration no circumstances exist which may give rise to variation claims or additional costs under the Subcontract, other than those previously submitted or notified to the Head Contractor as required under the Subcontract.

I ACKNOWLEDGE that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

.....
Declarant

DECLARED before me at .....

this ……day of ……

.....
[Insert name & qualification of witness]

SUBCONTRACTOR DECLARATION (NSW ONLY)

SUBCONTRACTOR'S STATEMENT

REGARDING WORKER'S COMPENSATION, PAYROLL TAX AND REMUNERATION (Note1 – see back of form)

For the purposes of this Statement a "subcontractor" is a person (or other legal entity) that has entered into a contract with a "principal contractor" to carry out work.

This Statement must be signed by a "subcontractor" (or by a person who is authorised, or held out as being authorised, to sign the statement by the subcontractor) referred to in any of s175B Workers Compensation Act 1987, Schedule 2 Part 5 Payroll Tax Act 2007, and s127 Industrial Relations Act 1996 where the "subcontractor" has employed or engaged workers or subcontractors during the period of the contract to which the form applies under the relevant Act(s). The signed Statement is to be submitted to the relevant principal contractor.

SUBCONTRACTOR'S STATEMENT (Refer to the back of this form for Notes, period of Statement retention, and Offences under various Acts.)

Subcontractor ABN:

(Business name)

Of ,

(Address of subcontractor)

has entered into a contract with ABN:

(Business name of principal contractor) (Note 2)

Contract number/identifier

(Note 3)

This Statement applies for *work* between: / / and / / inclusive, (Note 4)

subject of the payment claim dated: / / (Note 5)

I, ... a Director or a person authorised by the *Subcontractor* on whose behalf this declaration is made, hereby declare that I am in a position to know the truth of the matters which are contained in this *Subcontractor*'s Statement and declare the following to the best of my knowledge and belief:

(a) The abovementioned *Subcontractor* has either employed or engaged workers or subcontractors during the above period of this contract. Tick [ ] if true and comply with (b) to (g) below, as applicable. If it is not the case that workers or subcontractors are involved or you are an exempt employer for workers compensation purposes tick [ ] and only complete (f) and (g) below. You must tick one box. (Note 6)

(b) All workers compensation insurance premiums payable by the *Subcontractor* in respect of the *work* done under the contract have been paid. The Certificate of Currency for that insurance is attached and is dated / / (Note 7)

(c) All remuneration payable to relevant employees for *work* under the contract for the above period has been paid. (Note 8)

(d) Where the *Subcontractor* is required to be registered as an employer under the Payroll Tax Act 2007, the *Subcontractor* has paid all payroll tax due in respect of employees who performed *work* under the contract, as required at the date of this *Subcontractor*'s Statement. (Note 9)

(e) Where the *Subcontractor* is also a principal contractor in connection with the work, the *Subcontractor* has in its capacity of principal contractor been given a written *Subcontractor*'s Statement by its subcontractor(s) in connection with that *work* for the period stated above. (Note 10)

(f) Signature ..... Full name.....

(g) Position/Title ..... Date / /

NOTE: Where required above, this Statement must be accompanied by the relevant Certificate of Currency to comply with section 175B of the Workers Compensation Act 1987.

Notes

1. This form is prepared for the purpose of section 175B of the *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007* and section 127 of the *Industrial Relation Act 1996*. If this form is completed in accordance with these provisions, a principal contractor is relieved of liability for workers compensation premiums, payroll tax and remuneration payable by the subcontractor.

   A principal contractor can be generally defined to include any person who has entered into a contract for the carrying out of *work* by another person (or other legal entity called ***the subcontractor***) and where employees of the subcontractor are engaged in carrying out the *work* which is in connection with the principal contractor's business.

2. For the purpose of this *Subcontractor*'s Statement, a principal contractor is a person (or other legal entity), who has entered into a contract with another person (or other legal entity) referred to as the subcontractor, and employees/workers of that subcontractor will perform the *work* under contract. The *work* must be connected to the business undertaking of the principal contractor.

3. Provide the unique contract number, title, or other information that identifies the contract.

4. In order to meet the requirements of s127 *Industrial Relations Act 1996*, a statement in relation to remuneration must state the period to which the statement relates. For sequential Statements ensure that the dates provide continuous coverage.

   Section 127(6) of the *Industrial Relations Act 1996* defines remuneration '*as remuneration or other amounts payable to relevant employees by legislation, or under an industrial instrument, in connection with work done by the employees.*'

   Section 127(11) of the *Industrial Relations Act 1996* states '*to avoid doubt, this section extends to a principal contractor who is the owner or occupier of a building for the carrying out of work in connection with the building so long as the building is owned or occupied by the principal contractor in connection with a business undertaking of the principal contractor.*'

5. Provide the date of the most recent payment claim.

6. For Workers Compensation purposes an exempt employer is an employer who pays less than $7500 annually, who does not employ an apprentice or trainee and is not a member of a group.

7. In completing the *Subcontractor*'s Statement, a subcontractor declares that workers compensation insurance premiums payable up to and including the date(s) on the Statement have been paid, and all premiums owing during the term of the contract will be paid.

8. In completing the *Subcontractor*'s Statement, a subcontractor declares that all remuneration payable to relevant employees for *work* under the contract has been paid.

9. In completing the *Subcontractor*'s Statement, a subcontractor declares that all payroll tax payable relating to the *work* undertaken has been paid.

10. It is important to note that a business could be both a subcontractor and a principal contractor, if a business 'in turn' engages subcontractors to carry out the work. If your business engages a subcontractor you are to also obtain *Subcontractor*'s Statements from your subcontractors.

STATUTORY DECLARATION (ACT ONLY)

Statutory Declaration by Consultant

I, _____

of _____

do solemnly and sincerely declare that:

1. I am a representative of _____ ("Consultant") in the Office Bearer capacity of

_____

2. The *Consultant* has a contract with the *Head Contractor* to carry out certain services for

_____

_____ ("Agreement").

3. All amounts payable to a tradesperson or worker (as defined in section 4 of the Contractors Debts Act 1897) in respect of *work* or material supplied in respect of the *Project* have been paid.

4. Attached is a declaration from each person to whom the *Consultant* has subcontracted *work* in relation to the *Project* (as referred to in section 13 of the Contractors Debts Act 1897) confirming that all wages of workers employed by and all materials and works supplied by such subcontractor have been paid.

5. I am not aware of anything that would contradict the statements made in the statutory declarations.

6. The period of the Agreement covered by this declaration and the attached declarations is from _____ to _____.

7. The *Consultant* is not, under any law, insolvent or unable to pay its debts as and when they fall due.

And I make this solemn declaration by virtue of the provisions of the Statutory Declarations Act 1959 (ACT)

Declared at _____*(place where declaration made)*

on _____ *(date of declaration)* by _____
Signature of person making the declaration

before me: _____

Justice of the Peace/Solicitor of the Supreme Court of the Australian Capital Territory

[or other person legally authorised to witness the making of a declaration under the Statutory Declarations Act 1959 (ACT) or where the declaration is made outside the Australian Capital Territory, any person having authority to witness the making of a declaration in that place]

Insert name of Declarant

Insert address

Insert name of *Consultant* and ABN if applicable

insert position title of Declarant

Insert the relevant payment period

A person having authority to witness the making of a declaration

Jurisdiction	Applicable Act may include	Correct wording	Declarations can be made before the following persons
New South Wales	*Oaths Act 1900*	"And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900*."	• A justice of the peace; • A solicitor holding a current practising certificate; • A notary public.
Queensland	*Oaths Act 1867*	"And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*."	• A justice of the peace; • A barrister, solicitor or conveyancer qualified under the law of the Commonwealth or another state; • A notary public • A commissioner for declarations.
South Australia	*Oaths Act 1936*	"And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1936*."	• A justice of the peace; • A lawyer.
Tasmania	*Oaths Act 2001*	"I make this solemn declaration under the *Oaths Act 2001*."	• A justice of the peace; • A lawyer; • A notary public • Any other person listed in Schedule 2 to the *Statutory Declarations Regulations 1993* (Cth).
Victoria	*Evidence Act 1958*	"I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury."	• A justice of the peace; • A public notary; • A lawyer; • Any other person listed in Section 107A(1) of the *Evidence Act 1958*.
Western Australia	*Oaths, Affidavits and Statutory Declarations Act 2005*	"This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular."	• A justice of the peace; • A lawyer; • A public notary; • Any other person listed in column 2 of Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.
Northern Territory	*Oaths Act 1939*	"And I make this solemn declaration by virtue of the *Oaths Act* and conscientiously believing the statements contained in this declaration to be true in every particular."	• A justice of the peace; • A commissioner for oaths
Australian Capital Territory	*Statutory Declarations Act 1959* (Cth)	"I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular."	• A justice of the peace; • A lawyer; • A notary public; • Any other person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth)